

GUIDELINES

Electronic Reporting for Ozone-Depleting Substances

Part 3 Supplemental: Submitting ODS Data to EPA via CDX: Routine Submittal

(Once Program Set-Up Is Complete)

March 2008

If you need assistance with these guidelines, please contact:

Mike James
Stratospheric Protection Division
United States Environmental Protection Agency
(202) 343-9192
james.mike@epa.gov

Staci Gatica
Stratospheric Protection Division
United States Environmental Protection Agency
(202) 343-9469
gatica.staci@epa.gov

Jennifer Bohman
Stratospheric Protection Division
United States Environmental Protection Agency
(202) 343-9548
bohman.jennifer@epa.gov

Contents

Contents	ii
Overview	1
I. Uploading Report Files via CDX.....	2

Overview

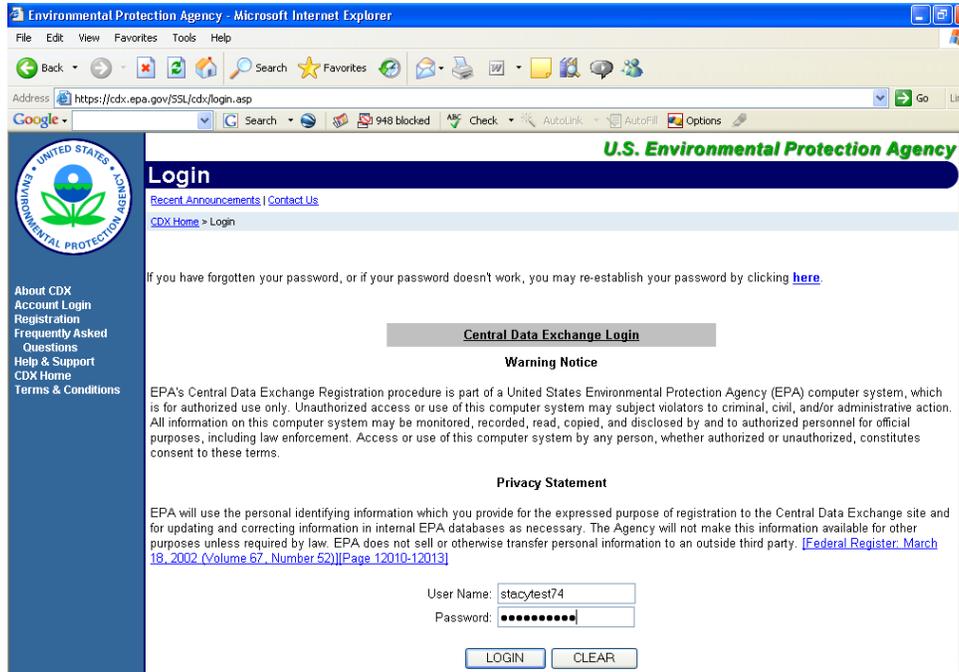
This document, “**Submitting ODS Data to EPA via CDX: Routine Submittal**,” is a supplemental section to Part 3 of the Three-Part Guidance developed to assist you in submitting your ODS data electronically. In its entirety, the Three-Part Guidance Document provides step-by-step instructions to:

1. Register as a CDX User,
2. Prepare Data for Submission, and
3. Submit ODS Data to EPA.

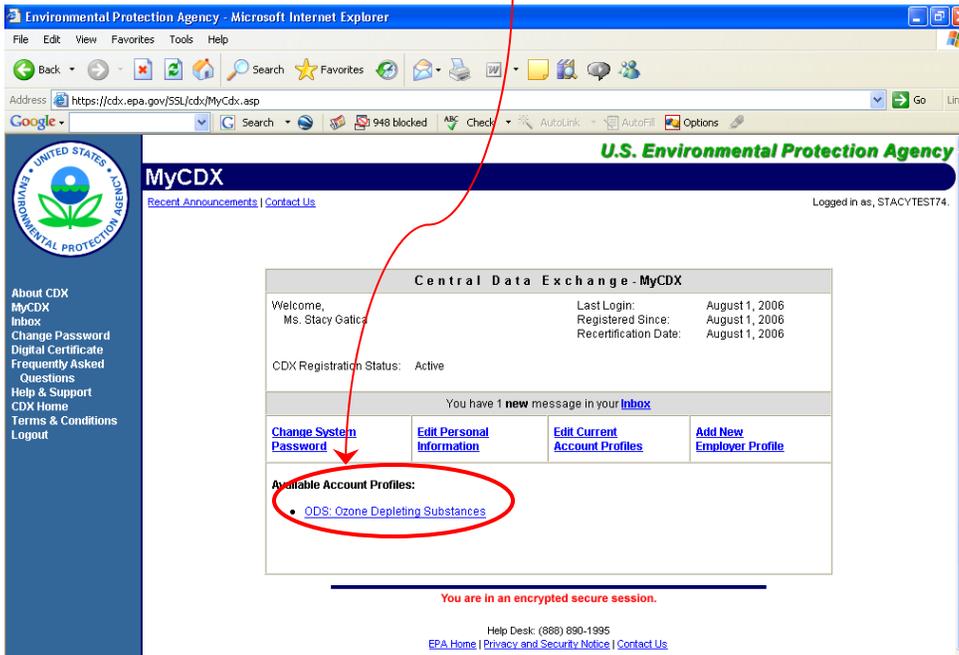
This supplemental section can be used after you have completed the one-time process of loading the ODS encryption key and installing Java on your computer. This is a simple guide to routine process that you will follow as you transfer data electronically to EPA via CDX.

I. Uploading Report Files via CDX

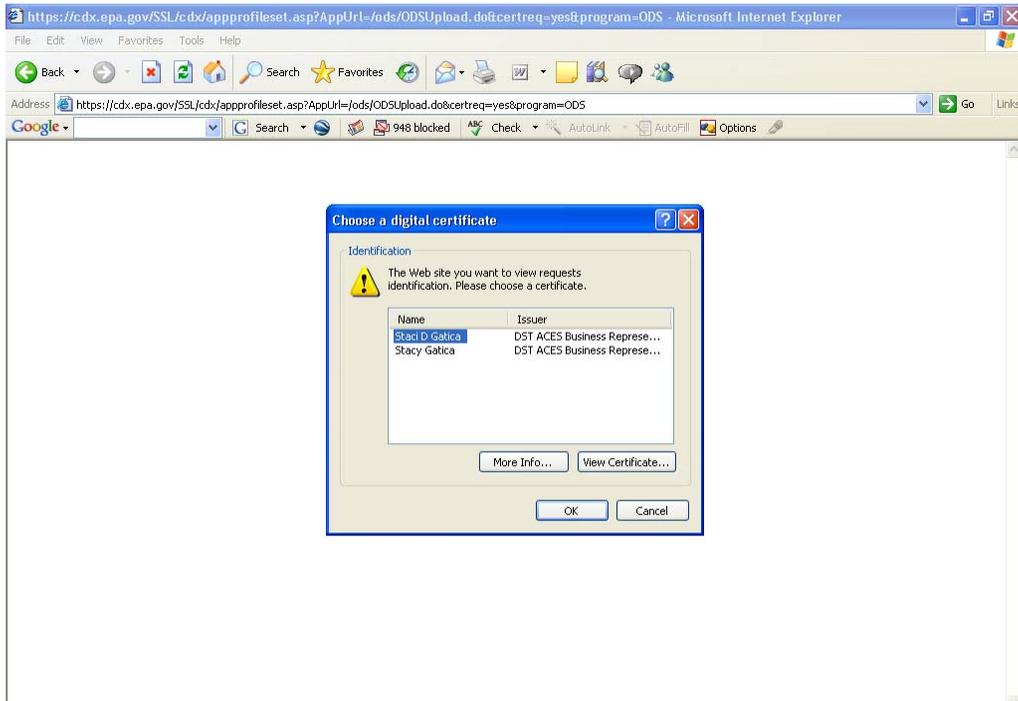
Step 1: Login into CDX at: <http://cdx.epa.gov> and provide your username and password.



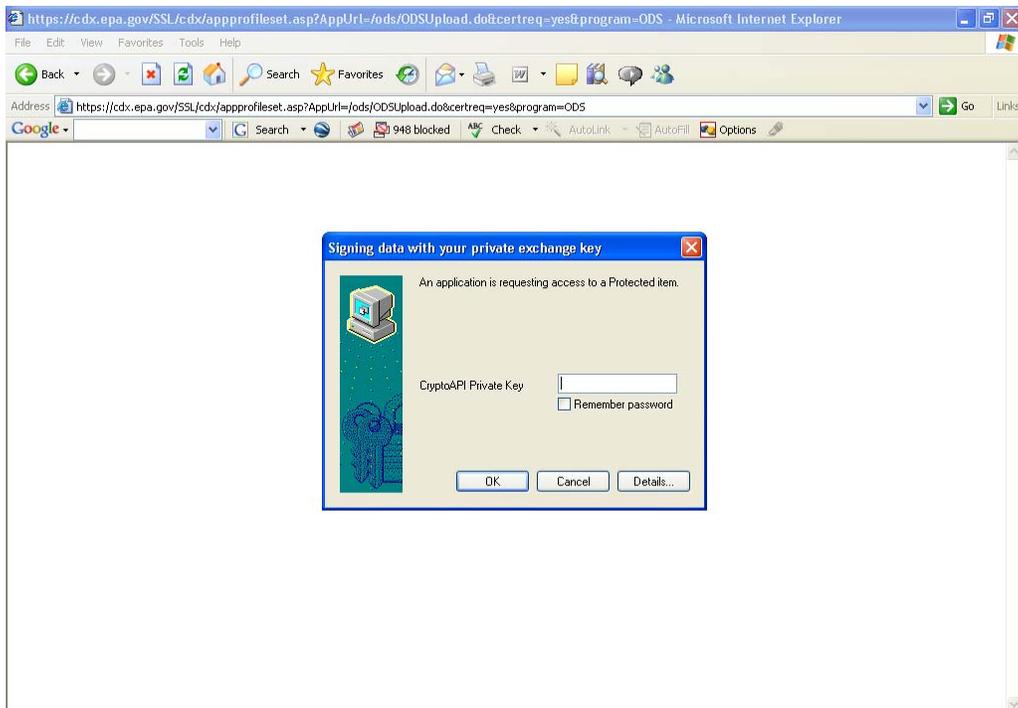
Step 2: Click on ODS under available account profiles.



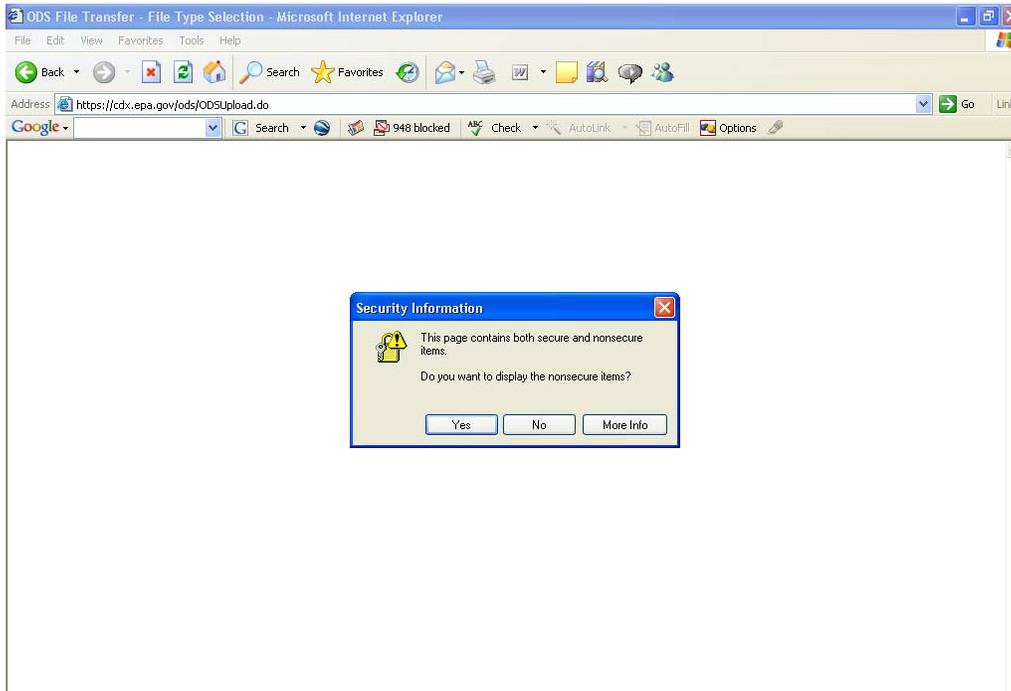
Step 3: Choose the appropriate digital signature. You may have more than one.



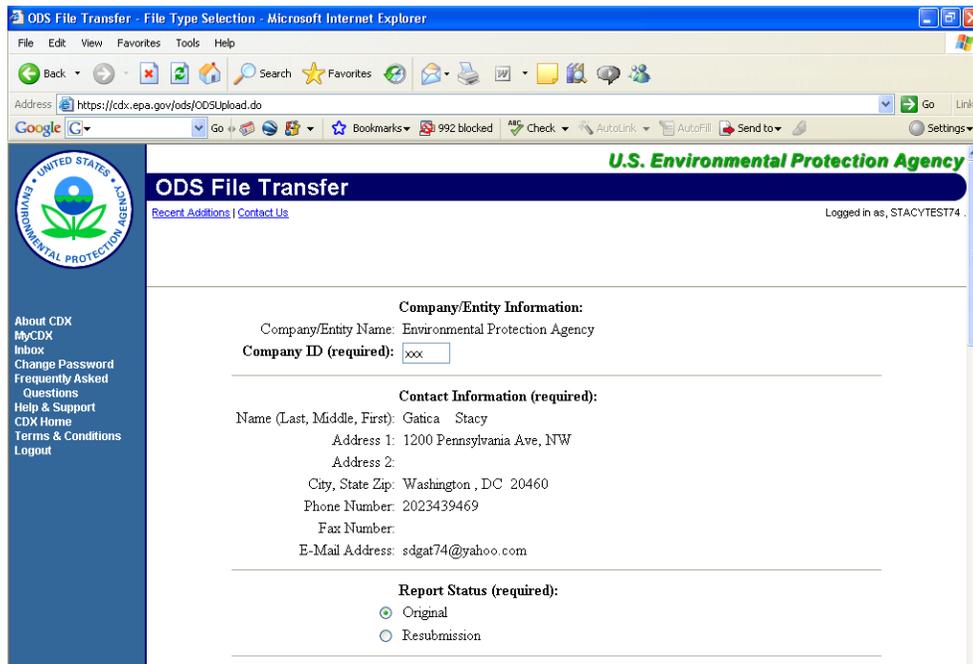
Step 3a: Enter your password (created in Part 1 of the guidance).



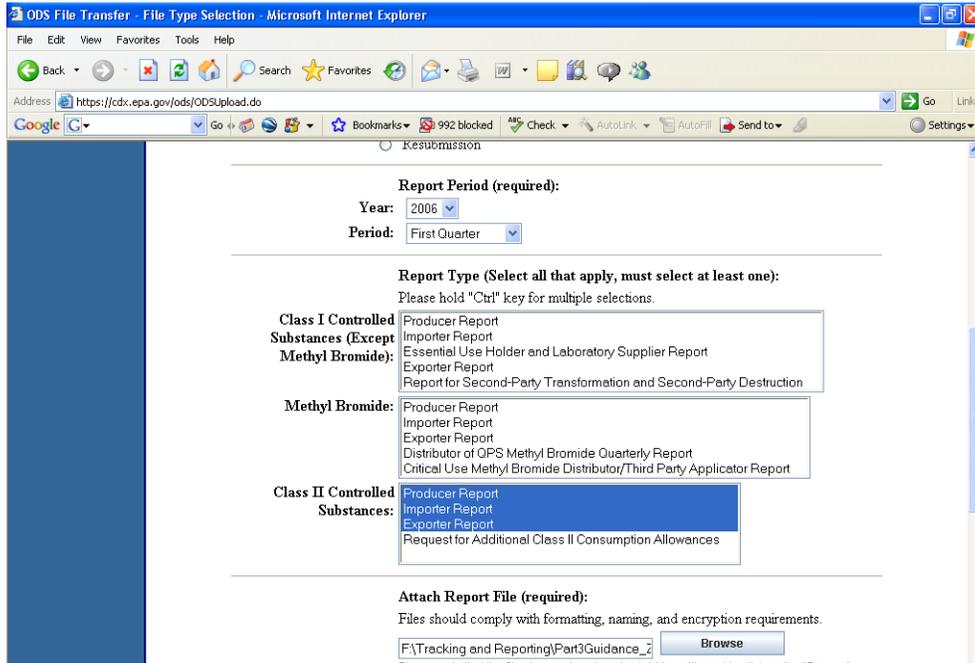
Step 3b: Click “Yes.”



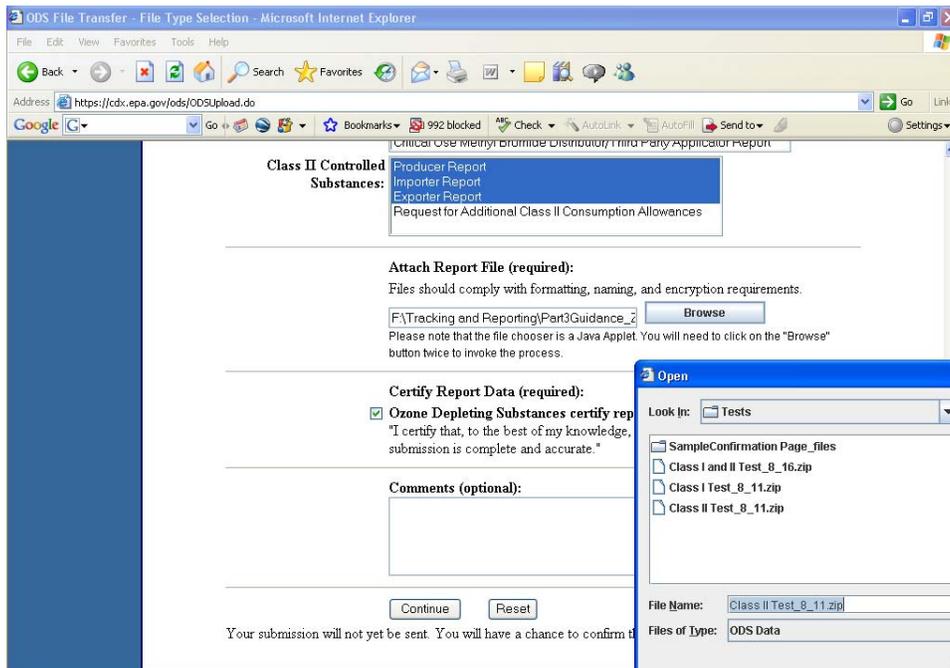
Step 4: Fill in your company ID. If it is ever misplaced, please contact Mike James.



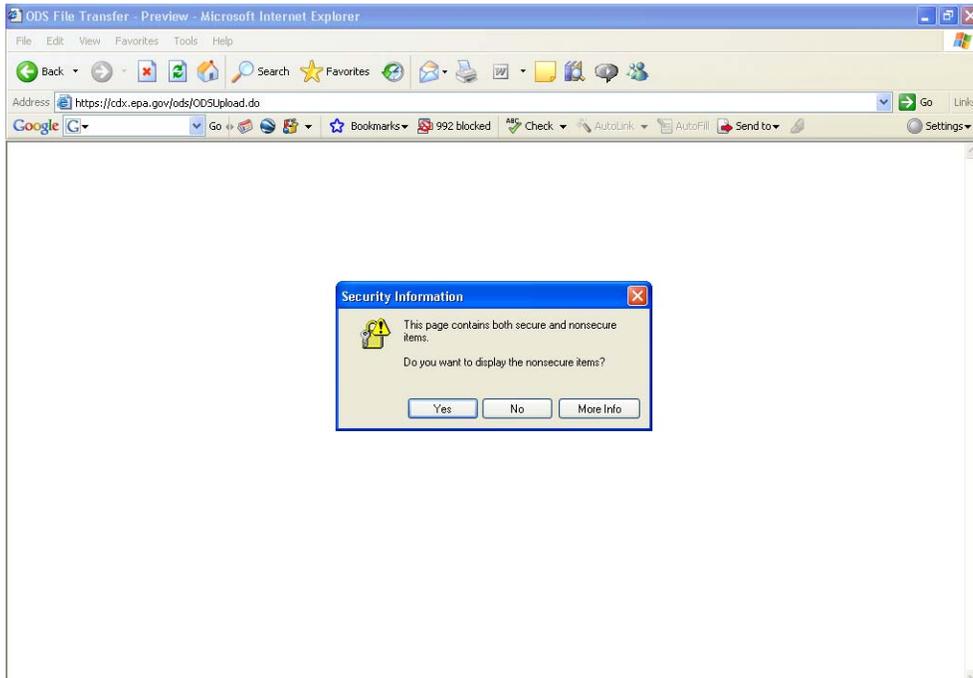
Step 4a: Continue filling out the ODS file transfer page by selecting the forms being included in the transfer.



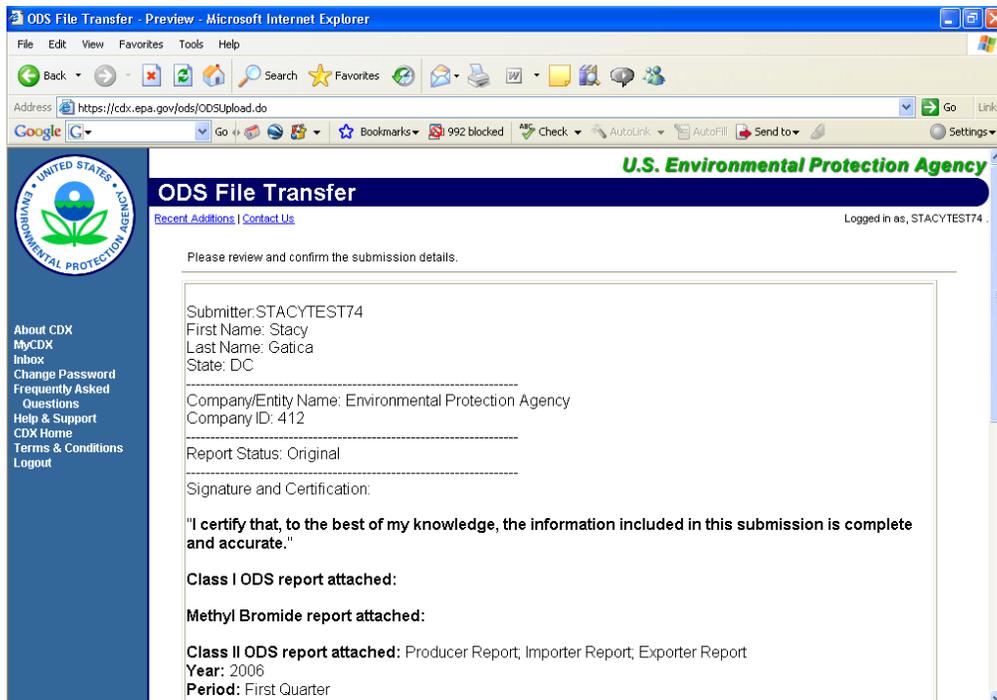
Step 4b: Double click on browse and find the zip file you are submitting. Click on the box indicating the information you are submitting is accurate to the best of your knowledge. Then click Continue to proceed to the next page.



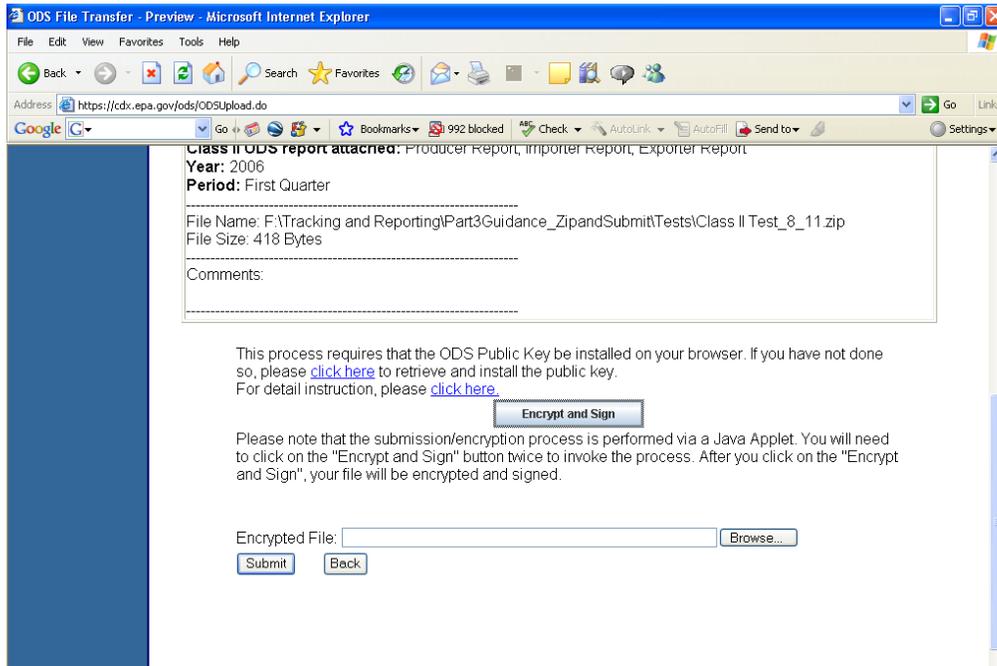
Step 4c: Click on yes.



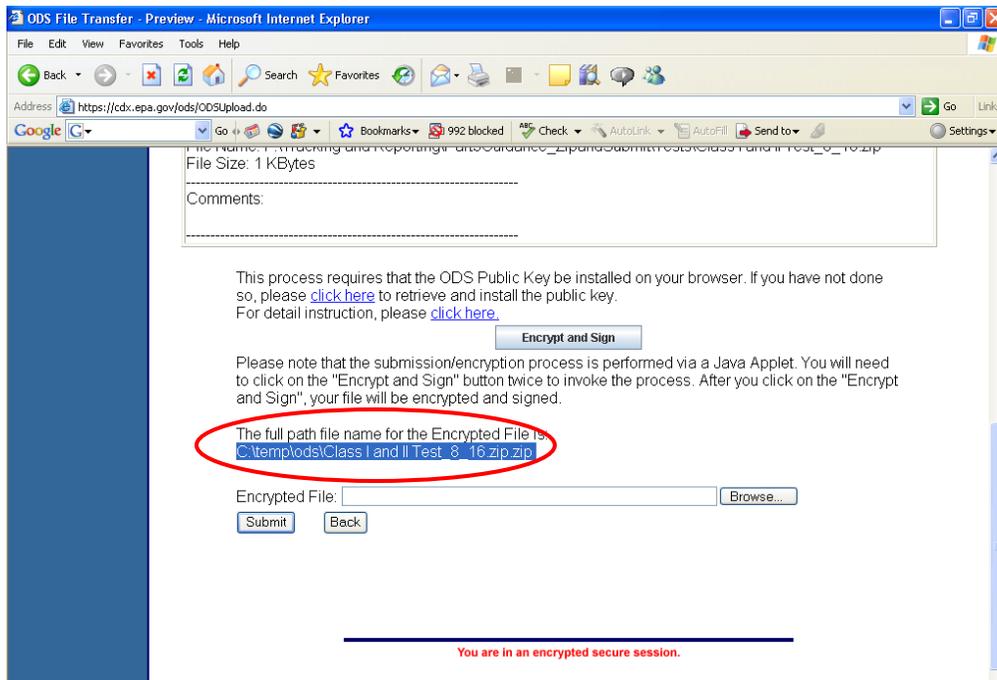
Step 5: This page provides a summary of your file transfer information. You will actually encrypt your file at the bottom of the page.



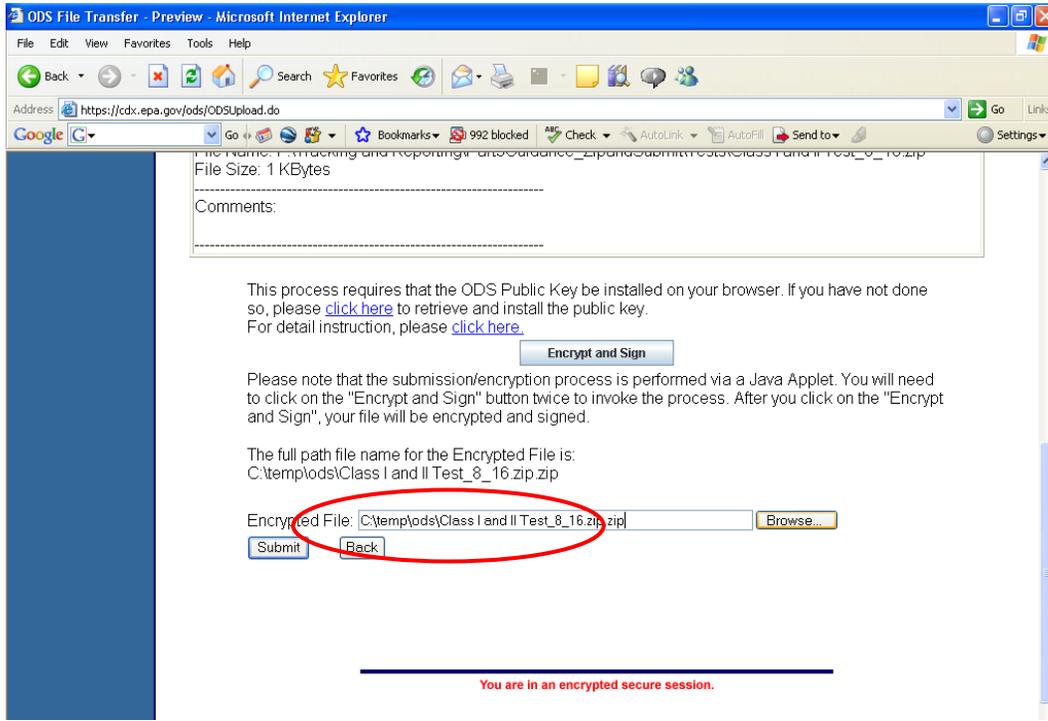
Step 6: Click on Encrypt and Sign.



Step 7: You will see that the file path is displayed. It is easiest to simply highlight that file location and name and paste it into the "Encrypted File" field, but you can browse and find it also.



Step 8: Your screen will look like this when you have copied or browsed for your Encrypted file. You are ready to submit your data. Click Submit.



Step 9: You will receive this confirmation page. You will also receive an email confirming your submission. IT IS THAT SIMPLE!

